Tuesday Dickie -DoIT- <tuesday.dickie1@maryland.gov>

June 2021 FMIS Informer
1 message

Maryland Dept of Information Technology <MDDOIT@info.maryland.gov>   Tue, Jun 1, 2021 at 7:56 AM
Reply-To: MDDOIT@info.maryland.gov
To: tuesday.dickie1@maryland.gov

June 2021 FMIS Informer

DOIT Happenings

- *R*STARS/ADPICS will not be available on the following dates for Year End Closing:*

  - **June 5th** - AE to IAE Archive. For reporting purposes, we will be moving October, 2020 ==>March, 2021 data to FY21 INAE (Inactive Account Event). The PRD region will be unavailable.

  - **June 12th** - Document Summary Purge. The PRD region will be unavailable.

  - **June 30th and July 1st** - UAT region will be rolled to the new fiscal year. UAT will not be accessible on these days.

  - **July 1st** - PRD region will be rolled to the new fiscal year. The PRD region will be unavailable. Interface files will be picked up.

- **Saturday batch cycles:** July 10, 2021 thru August 21, 2021.

- *Sunday Availability*: During the COVID-19 pandemic, the system will now be online and *available for users between the hours of 10am - 3:30pm on Sundays*. There will NOT be a batch cycle on Sunday.

Fiscal Year 2021 Annual Closing

R*STARS will shut down at its normal time on Wednesday, June 30, 2021. A batch cycle will be run for the work of June 30, and the rollover of financial balances to the new fiscal year will begin. **R*STARS will not be available on July 1, 2021**, but interface files will be picked up. After the rollover has been completed, R*STARS will be available on July 2nd, 2021. Although the system will be available July 3rd-5th, no batch cycles will be run. Interface files will be picked up on July 1st and 5th.

ADPICS Year End Closing

- DoIT has provided the following documentation for 2021 ADPICS Year End Closing Manual. Please review pages 30-34 on how to code Year End Change Orders.
- Start to clean up your encumbrance balances and any unposted documents now.

ANSWERS Reporting

Don't forget about ANSWERS reports during this important time of year! The website is: https://net.md.gov/apps/Answers/. The Username and Password are both mbe_user

Keep in mind that ANSWERS is *NOT* updated each night, but over the weekend.

- *YEC Closing Reports*
    - 210 (Open Requisitons)
    - 212 (Open Purchase Orders)
    - 213 (Open Change Orders)
- *355 Contract Management Report* - List of BPO's and respective data, including expiration date
- *BPO Detail Report* - All details for a specific BPO
- *Miscellaneous MBE and SBR reports*
    - 65/67 SBR Expenditure Detail/Summary
    - 68 SBR Procurement
    - 709-716 MBE Procurement
    - 717-722 MBE Payment

R*STARS Year End Closing

- Start to clean up your appropriation balances and do not forget to set up your 25 Profile for FY 2021. Easy steps are located on DoIT's website: Year End Close 25 Profile.
- Fiscal Year End Close will be upon us very soon. One security issue that always arises is a user's ability to prior month and/or prior year post in R*STARS/ADPICS. To eliminate the need for emergency form processing, please follow these steps to ensure everyone at your agency has the correct security set up:
    - Review the bi-monthly security report which will be sent out the first week of May. The first report is the 96A report and captures prior month/year status. If the user has a Y, then access exists. If a user has an N, then they do not have this access. Do not assume users have or don't have this access. It is a time consuming process for DoIT Security Services to search each user to find that they already have this access so please check the report first.

- Once you determine that a user needs access, a memo on agency letterhead is to be sent to DoIT/EIS Security Services (duiring the COVID-19 pandemic, a digital copy will be accepted) listing the logon ID, user name, and the user class needing prior month and/or prior year posting ability. Both the Functional Coordinator and the Security Officer MUST sign the memo, or it will not be accepted. If multiple pages are sent, signatures are required on all pages. We will only accept one memo per agency. If someone is left off of the memo, a security form will need to be completed for that individual. No modifications will be made to the memo. For instructions in creating a digital signature, please visit this website: Self-signed Digital ID
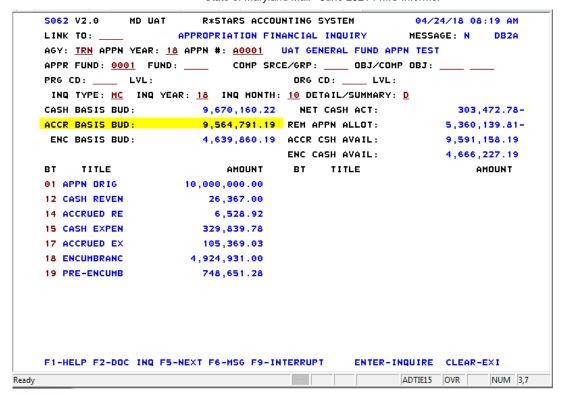
R*STARS Errors

Have you ever received an R*STARS error and not known what it means?

- Link to the 90 News/Help table in R*STARS.
- Enter the 3 character error code in the Keyword field and press enter. The system will retrieve a detailed explanation of the error.
- Press F-5 if there is more than one page of the explanation
- Fatal Errors do not allow the batch to post.
  - Batch Level Errors are Fatal, and begin with a B
  - Data Related Errors that begin with an E
  - Fund and Profile Errors that begin with a F
- Warning Errors are just that, warnings. The batch will still post.
  - Data Related Errors that begin with a J, K or W
  - Fund and Profile Errors that begin with a K
- For more information as to how to research errors and correct a batch in error, please see the Batch Error Correction Training Manual and/or Batch Error Correction Easy Steps

FL1 Error

As year end close is coming upon us, many people run into the infamous FL1 Error. Below is a description of the error, as found on the 90 Help screen in R*STARS:

· **WHEN POSTING TO THE APPROPRIATION TABLE (AP), THE TRANSACTION CANNOT MAKE THE REMAINING ACCRUED BASIS BUDGET NEGATIVE. THE TRANSACTION THAT YOU ARE CURRENTLY ATTEMPTING TO POST WOULD CAUSE YOUR REMAINING ACCRUED BASIS BUDGET TO BE NEGATIVE. TO EXAMINE THE APPROPRIATION BALANCE FOR THE TRANSACTION, LINK TO THE 62 APPROPRIATION FINANCIAL INQUIRY SCREEN TO RETRIEVE THE DATA.**

```
S062 V2.0     MD UAT     R*STARS ACCOUNTING SYSTEM          04/24/18 08:19 AM
LINK TO: _____      APPROPRIATION FINANCIAL INQUIRY     MESSAGE: N    DB2A
AGY: TRN APPN YEAR: 18 APPN #: A0001   UAT GENERAL FUND APPN TEST
APPR FUND: 0001  FUND: _____    COMP SRCE/GRP: _____ OBJ/COMP OBJ: ____ ____
PRG CD: _____   LVL:                      ORG CD: _____  LVL:
 INQ TYPE: MC  INQ YEAR: 18  INQ MONTH: 10 DETAIL/SUMMARY: D
CASH BASIS BUD:        9,670,160.22   NET CASH ACT:           303,472.78-
ACCR BASIS BUD:        9,564,791.19 REM APPN ALLOT:         5,360,139.81-
 ENC BASIS BUD:        4,639,860.19  ACCR CSH AVAIL:         9,591,158.19
                                     ENC CASH AVAIL:         4,666,227.19
BT    TITLE                 AMOUNT    BT     TITLE                  AMOUNT
01 APPN ORIG        10,000,000.00
12 CASH REVEN           26,367.00
14 ACCRUED RE            6,528.92
15 CASH EXPEN          329,839.78
17 ACCRUED EX          105,369.03
18 ENCUMBRANC        4,924,931.00
19 PRE-ENCUMB          748,651.28




    F1-HELP F2-DOC INQ F5-NEXT F6-MSG F9-INTERRUPT     ENTER-INQUIRE  CLEAR-EXI
Ready                                              ADTIE15  OVR    NUM 3,7
```

THE FORMULA TO CALCULATE ACCR BASIS BUDGET:

+ 01 APPROPRIATION ORIGINAL BUDGET   + 02 APPROPRIATION REVISIONS
- 03 APPROPRIATION TRANSFERS OUT   + 04 APPROPRIATION TRANSFERS IN
  - 05 APPROPRIATION REAPPROP OUT   + 06 APPROP. REAPPROPRIATIONS IN
  - 07 APPROP COLLECTED LAPSE AMT   - 08 APPROP. COMMITTED LAPSE AMT
   + 13 EXCESS COLLECTED REV POSTED   - 15 CASH EXPENDITURES
  - 16 CASH RESERVED FOR PAYROLL   - 17 ACCRUED EXPENDITURES
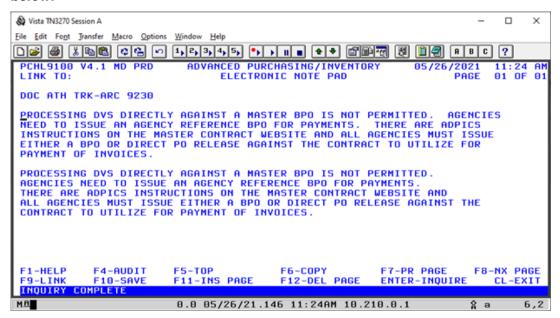- 31 LABOR DISTRIBUTION CLEARING   - 32 COST ALLOCATION CLEARING

If you receive this error, please speak with someone on your agency budget/finance team.

Rejected Document in ADPICS

If **you notice your agency's document has been rejected, DoIT FAS recommends viewing the ADPICS 9230 screen to determine who rejected your document.**

```
PCHL9230 V4.1 MD PRD       ADVANCED PURCHASING/INVENTORY      05/26/2021    1:08 PM
LINK TO:           DOCUMENT AUTHORIZATION TRACKING - ARCHIVE     PAGE   00 OF 00

DOCUMENT ID :  _              NOTEPAD :              CUMULATIVE DAYS :     0

                                                                     APRV  DAYS
            DATE      TIME    DEPT             USER            LEVEL STAT  OUT









 F1-HELP    F4-9220        F5-NEXT        F7-PRIOR PAGE              F8-NEXT PAGE
 F9-LINK    F11-NOTE PAD   ENTER-INQUIRE  CL-EXIT
```

Why was it rejected? From the 9230 screen, press F11-Notepad. See example below:

```
Vista TN3270 Session A                                          —  □  ×
File  Edit  Font  Transfer  Macro  Options  Window  Help

PCHL9100 V4.1 MD PRD       ADVANCED PURCHASING/INVENTORY      05/26/2021   11:24 AM
LINK TO:                   ELECTRONIC NOTE PAD                PAGE   01 OF 01

DOC ATH TRK-ARC 9230

PROCESSING DVS DIRECTLY AGAINST A MASTER BPO IS NOT PERMITTED.  AGENCIES
NEED TO ISSUE AN AGENCY REFERENCE BPO FOR PAYMENTS.   THERE ARE ADPICS
INSTRUCTIONS ON THE MASTER CONTRACT WEBSITE AND ALL AGENCIES MUST ISSUE
EITHER A BPO OR DIRECT PO RELEASE AGAINST THE CONTRACT TO UTILIZE FOR
PAYMENT OF INVOICES.

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 F1-HELP    F4-AUDIT     F5-TOP        F6-COPY        F7-PR PAGE    F8-NX PAGE
 F9-LINK    F10-SAVE     F11-INS PAGE  F12-DEL PAGE   ENTER-INQUIRE  CL-EXIT
INQUIRY COMPLETE
MA                         0.0 05/26/21.146 11:24AM 10.210.0.1          a     6,2
```

R*STARS Fiscal Month Closing Dates for FY 2021

The dates listed below are **the last days for posting to the prior month**. The month will be closed on the morning of the next working day.

- May: June 15, 2021

Fixed Assets Depreciation Run for FY 2021

- June 2021 depreciation run: As soon as agencies complete recording FY 2021 fixed assets transactions in the Fixed Assets Subsystem.

June 2021 SPAG Meeting

The SPAG meetings for all of 2021 will be virtual. DGS Office of State Procurement (OSP) will use "GoToWebinar" on **Thursday, June 17, 2021, at 9 AM** for the monthly SPAG meeting to include everyone using their WORK EMAIL ADDRESS. You will need to REGISTER for the webinar to receive the link for logging into the meeting. (You may need to check your SPAM folder for the registration email.)

The agenda will be sent out separately and will include updates, spot training, and presentations on how to continue to conduct procurements while teleworking and the true advantages of eMaryland Marketplace Advantage (eMMA) for online bidding and contract awarding and other issues and struggles in our changing work environment!

If you haven't checked out the Maryland Procurement website https://procurement.maryland.gov/ recently, you will see a new and improved website for easy access to all of your procurement needs, including the Maryland Procurement Manual, solicitation templates and checklists, and training materials and courses.

The SPAG meeting is for the Senior Procurement Advisory Group and is by invitation from your agency's head of procurement. As a Maryland Procurement Professional, if you would like to attend these meetings, contact your agency's head of procurement and request an invitation to join. This is a reminder to those that have previously been formally invited to attend. Thank you.

Important Links to New Modifications

Instructions to Receive Reports from ViewDirect via Email (updated 05/24/2021)

FMIS Print to PDF - 32 Screen Transmittal Cover Sheet

FMIS Print to PDF - 525 Screen Invoice/Receipt

FOCUS Report Requests

When submitting report requests to the Service Desk, **please do not attach more than five (5) requests to a ticket (RITM) at a time**. The FOCUS team needs to adequately track the multitude of requests received. In order to provide better customer service and to make sure no request is missed, please follow these guidelines.

If more than 5 are attached, the customer will be contacted to do the above before any work will be completed.

Payroll and PCA's

Ever wonder why an employee's payroll information is hitting the wrong PCA or going to the default PCA? Below is a link to explain how PCA's get associated with employees in the Payroll Sytem:

PCA Process for Payroll

Reminder - please contact the DoIT Service Desk at service.desk@maryland.gov or 410-697-9700 with any question/problems you have regarding the FMIS system

Help our team help your team by following the instructions noted below:

Screen Print or complete any required attachments for the 5 items noted below and e-mail them to service.desk@maryland.gov. Their team will forward the ticket to the correct group.

1) Error code received/screen shot of the error with document number

2) The specific document along with the batch id (Agency, Date, Type, Number)

3) Printer ID having an issue

4) FOCUS report requested along with FOCUS form completed (http://doit.maryland.gov/support/ASMsecurityForms/Focus%20Request%20Form.)

 5) R*STARS/ADPICS/ANSWERS Report ID and 91 Screen, 6020 report request or ANSWERS query used.

***It is critical you do not contact someone directly for support other than the DOIT Service Desk. That individual may be unavailable due to: vacations/sick, meetings or other assignments. The impact being you/your team not receiving the support you require in a timely manner.

FMIS Documentation

Links to the FMIS Documentation are located on the following site:

http://doit.net.md.gov/servdesk/Pages/home.aspx

ANSWERS Database for Statewide FMIS Users links you to the ANSWERS website for reporting.

FMIS Easy Steps links to quick steps to complete items such as Electronic Signatures, Direct Vouchers, Additional Elements, and so on.

Statewide Systems Forms and Contact Information contains Security Officer, Vendor Coordinators and Commodity Liasons contact information; FMIS and ViewDirect security forms; Archived FMIS Informers and much more.

ASM Documentation links to User Documentation for ADPICS, R*STARS, ANSWERS, ViewDirect and GAD Manuals.

FMIS Training has a link to Training Documents for documentation used during ADPICS and R*STARS training classes and are created to assist users when back in the office.

- Please note: access to this documentation requires connectivity to the Statewide Government Intranet (SwGI). If you need help opening this site, contact the Service Desk at 410-697-9700 or send an email to service.desk@maryland.gov. Please use this site - networkMaryland FAQ - for any questions.

FMIS Production On-Line Operating Hours

R*STARS/ADPICS/FOCUS:

Monday through Saturday 6:30 a.m. to 6:30 p.m.
Sunday during COVID-19 Pandemic: 10:00 a.m. to 3:30 p.m.

On weeks that Friday is a Holiday, the previous work day will be considered a Friday for reporting purposes. This statement is also true when it is the last Friday of the month.

Interface files are picked up on Holidays (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle. *Please note— there is a 3 pm deadline to have interface files submitted.*

AE / IAE Availability (as of 06/07/21):

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 21 April (10) → Present
IAE	Every Fri.	FY 21 July (01) → March (09)
FF	Last Fri. of the Month	FY 20 (If needed earlier in the month, can be done through special request.)
FY 2009 - 2019 available through special request		

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